

Family Engagement Plan Template

(Can be put on school letterhead)

School Vision and Family Engagement Targets

Vision Statement:

[Brief statement about the school's commitment to family engagement.]

Targets: (Examples)

1. *Strengthen communication between the school and families.*
2. *Increase family participation in school events and decision-making.*
3. *Support families in helping students achieve academic success.*
4. *Create a welcoming, inclusive environment for all families.*

Communication Strategies:

Strategy	Description	Frequency	Responsible Party
School Newsletter	Digital Communication about school happenings and important information.	Weekly	Principal/Secretary
School Website	Digital resource families can access at any time with up to date information.	Ongoing	Principal/Secretary
Facebook	Social Media resource public can access at any time with current events and upcoming events	Ongoing	Social Media Team - School and district
Kindergarten	In person events to	Information night/day	Principals/Secretary/

Information Night and Open House	welcome incoming kindergarteners and families.	- Annually mid winter Open House - Annually in the spring	Kindergarten teachers
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Family Involvement Opportunities

Activity/Event	Purpose	Date/ Time	Contact
Open House	Build connections with families and staff	Aug. 26, 2025 4-5:30	Principal/Secretary
Ice Cream Social	Family Socialization Share Title One information	Sept. 16th - 4:30 - 6:00	Principal/Secretary
Neill Fun Run	Fundraiser and fun event where all students do a run. Families come to cheer and support their students.	Sept. 26th 9 - 1:30	PTA president/ Principal
Fall Conferences	Fall family meeting where teachers learn about hopes and dreams of their students' family, as well as set goals for the year.	October 7, 9, 13 3:00 - 7:00	Principal, Licensed School Staff
Academic Night	Math, reading, social skills - make and take	November 20th 5:00 7:00	Principals/Licensed School Staff
Specialist Night			
PTA Family Bingo	Families come together with school staff for an evening of socialization and BINGO	January 29th 6 - 7:30	PTA president/ Principal
PTA School Dance	Winter event to gather as a school and have	February 26th 6-7:30	PTA president/ Principal

	fun with a DJ and a night of dancing.		
Spring Conferences	Spring family meeting to discuss progress towards goals and set/revise goals for the end of the year.	March 10, 12, 16th, 2026	Principal, Licensed Staff
PTA Carnival	School wide fundraising event where families can play games, win prizes, and gather with the school community to have fun and enjoy time together.	April 24th 5:30 - 7:30	PTA president/ Principal

Decision-Making, Shared Responsibility, Evaluation

Example: (Committees, Surveys/ Feedback Tools, etc.)

PTA/PTO:

- Description: Monthly Meetings with School Leadership and Parent Representatives
- Dates

Family Support Services:

Service	Description	Contact information
Translation Services	Translation support is available on the website and for weekly family newsletters and during family events (Fall Open House, Fall and Spring Conferences)	Principal, Secretary, Communications Dept.
PTA	Monthly meetings held on school site to discuss events being planned for the school fundraising as well as answer family questions about systems, etc.	PTA, Principal

Family & Community Engagement Specialist	Team members join at school events to support families, answer questions, and engage in relationship building with families.	Principal/Family & Community Engagement Specialist
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